

APPLICATION FOR RENEWAL OF A STANDARD SCHOOL BUSINESS OFFICIAL AUTHORIZATION

**Board of Educational Examiners
Use Only**

Revised 2/15

**INSTRUCTIONS: Please allow four weeks for processing. Incomplete applications may be returned.
All fees are non-refundable.**

**Mail to: Iowa Board of Educational Examiners, Grimes State Office Building
400 E. 14th St., Des Moines, IA 50319**

Renewal Requirements

Four semester hours of credit or the equivalent contact hours (1 semester hour is equivalent to 15 contact hours) within the three-year licensure period are required for renewal. Additionally, you must include a copy of the certificate verifying completion of the **child and dependent adult abuse mandatory reporter training** if you are currently serving in an Iowa School system **or** if you have an Iowa address.

Acceptable renewal credits include college credits (undergraduate or graduate) from a regionally-accredited institution, or a minimum of 60 contact hours through the list of approved renewal sessions offered by the Iowa Association of School Business Officials (Iowa ASBO). A combination of contact hours and college credits may also be used.

Application Checklist

_____ I have included transcripts showing at least four college credits, or 60 contact hours through Iowa ASBO, OR a combination of college credits and Iowa ASBO contact hours to total the equivalent of four credits.

_____ I have included a copy of the certificate verifying completion of the child and dependent adult abuse mandatory reporter training.

_____ I have included the \$85.00 non-refundable fee. I understand that there is a late renewal fee of \$25.00 per calendar month not to exceed \$150.00 if I have been serving as an SBO on an expired license, and I have included it if applicable.

If this authorization is not renewed before the date of expiration, the semester hours of credit presented for its renewal must have been completed within the five-year period immediately preceding the date of application for renewal.

Applicant's Folder #	Social Security #	Date of Birth Month Day Year	<input type="checkbox"/> Male <input type="checkbox"/> Female
Last Name <i>Name changes require official documentation</i>	First Name	Middle Name	Maiden Name
Address	City	State	Zip Code
Evening Phone ()	Daytime Phone ()	Email Address	

Background Information:

Attach a written explanation on 8 1/2" x 11" paper for any "Yes" response to questions "a" to "e." Be sure to include the date of the violation. DO NOT explain on this application form. If you have reported a "Yes" response on a previous application, check "PR" (previously reported) instead of "Yes" on this application if no further conviction(s) has occurred.

- a. Yes ☐ No ☐ PR ☐ Have you ever been convicted of a felony?
- b. Yes ☐ No ☐ PR ☐ Have you ever been convicted of a crime other than parking or speeding violations?
(NOTE: Include all deferred judgments.)
- c. Yes ☐ No ☐ Do you currently have any criminal charges pending against you?
- d. Yes ☐ No ☐ PR ☐ Have you ever had a founded report of abuse made against you?
- e. Yes ☐ No ☐ PR ☐ Have you ever had an educational license denied, revoked, or suspended?
- f. Yes ☐ No ☐ Are you a United States citizen? If you answered "No," check if you are:
- ☐ a qualified alien (as defined in 8 U.S.C.A. § 1641). If so, please provide appropriate documentation.
 - ☐ an alien who is paroled into the United States under 8 U.S.C.A. § 1182(d)(5) for less than one year. If so, please provide appropriate documentation.
 - ☐ a foreign national not physically present in the United States.
 - ☐ other – Please provide a detailed explanation on a separate 8 ½ x 11 sheet of paper

Statement of Permission and Fraud:

I hereby give permission for the Board of Educational Examiners to conduct both an Iowa criminal history record check with the Division of Criminal Investigation and a national check through the Federal Bureau of Investigation. Any information maintained by the DCI or FBI may be released as allowed by law.

An application will be considered fraudulent, and may be denied, if it contains any false representation or omission of material fact, or if false records are submitted in support of the application.

I certify under penalty of perjury and pursuant to the laws of the state of Iowa that the preceding information is true and correct.

Signature of Applicant

Date